



## **Village of Royal Palm Beach, Florida**

1050 Royal Palm Beach Boulevard      Royal Palm Beach, Florida 33411  
Telephone (561) 790-5128              Fax (561) 790-5129

Community Development

### **INSTRUCTIONS FOR HOME BASED BUSINESS LOCATED IN THE VILLAGE OF ROYAL PALM BEACH**

1. COMPLETE TOP PORTION OF PALM BEACH COUNTY TAX COLLECTOR FORM AND RECEIVE SIGN OFF BY ROYAL PALM BEACH PLANNING & ZONING. ORIGINAL FORM IS RETURNED TO TAX COLLECTOR OFFICE TO OBTAIN A BUSINESS TAX RECEIPT FOR PALM BEACH COUNTY AND A COPY STAYS WITH ROYAL PALM BEACH.
2. ONCE OBTAINING A BUSINESS TAX RECEIPT FROM ROYAL PALM BEACH, YOU WILL SUBMIT ORIGINAL COUNTY BUSINESS TAX RECEIPT FORM TO PALM BEACH COUNTY TAX COLLECTOR'S OFFICE, COPY OF THE FIRST PAGE OF ARTICLES OF INCORPORATION OR COPY OF FICTITIOUS NAME, AND COMPLETED APPLICATION FOR BUSINESS TAX RECEIPT.
3. REVIEW THE ATTACHED RULES AND REGULATIONS PER VILLAGE CODE FOR HOME BASED BUSINESS.

FOR ADDITIONAL INFORMATION, PLEASE CONTACT OUR OFFICE AT 561-790-5128.



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Community Development

**BUSINESS/STORES  
APPLICATION FOR LOCAL BUSINESS TAX RECEIPT**

DATE: \_\_\_\_\_

NAME OF BUSINESS \_\_\_\_\_

ADDRESS OF BUSINESS \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

BUSINESS PHONE \_\_\_\_\_ EMERGENCY PHONE \_\_\_\_\_

NATURE OF BUSINESS \_\_\_\_\_

OWNER'S NAME \_\_\_\_\_ DOB \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

OWNER'S ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_ EMERGENCY PHONE \_\_\_\_\_

TAX ID# \_\_\_\_\_ DRIVERS LICENSE \_\_\_\_\_

**PLEASE INCLUDE A COPY OF THE FOLLOWING, IF APPLICABLE:**

- BUILDING DEPARTMENT & FIRE DEPARTMENT APPROVAL
- BOARD OF HEALTH APPROVAL
- DEPARTMENT OF BUSINESS & PROFESSIONAL REGULATIONS
- DEPARTMENT OF MOTOR VEHICLE LICENSE
- ALCOHOLIC BEVERAGE LICENSE
- STATE LICENSE FOR PROFESSIONALS
- STATE REGISTRATION OF FICTITIOUS NAME, 1<sup>ST</sup> PAGE OF ARTICLES OF INCORPORATION OR CORPORATE SEAL
- LIABILITY AND WORKER'S COMPENSATION INSURANCE SHOWING "VILLAGE OF ROYAL PALM BEACH" AS THE CERTIFICATE HOLDER.
- **RETAIL/WHOLESALE** BUSINESSES MUST SUPPLY A NOTARIZED STATEMENT OF INVENTORY

**RESTAURANTS:** WILL ALCOHOLIC BEVERAGES BE SOLD ON THE PREMISES? YES \_\_\_\_\_ NO \_\_\_\_\_

IF YES, PLEASE DESCRIBE \_\_\_\_\_

IN AN EFFORT TO ASSIST LOCAL BUSINESSES, WE ASK THAT YOU PROVIDE A WEBSITE OR EMAIL ADDRESS ALONG WITH A BRIEF DESCRIPTION OF YOUR BUSINESS. THIS INFORMATION WILL BE PLACED ON THE VILLAGE'S WEBSITE FOR ADVERTISEMENT PURPOSES.

EMAIL ADDRESS: \_\_\_\_\_

DESCRIPTION: \_\_\_\_\_

\_\_\_\_\_  
OWNER'S SIGNATURE

**\*\*IF THIS DOCUMENT IS PRESENTED BY SOMEONE OTHER THAN THE OWNER, IT MUST BE NOTORIZED\*\***



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## **LOCAL BUSINESS TAX RECEIPT WAIVER**

I \_\_\_\_\_ certify that I have received Village Code relating to Home Based Business Tax Receipts. I understand that if I do not adhere to these codes I will be subject to Code Enforcement violations. I also understand that if my business requires the use of a commercial vehicle as outlined in Sec. 23-18, said vehicle shall not be parked or stored in any residential district within the Village on either public or private property including, but not limited to, a yard, setback area, public right-of-way, swale or parkway.

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date

**Sec. 26-58. Home occupations.**

- (a) Scope. This section addresses home occupations and sets forth the limited conditions under which they are allowed.
- (b) Permitted home occupations. Only home occupations, which meet the standards and criteria, as set forth in the definitions section herein shall be allowed. (See section 26-22 for definitions.)
- (c) Rules and regulations for home occupations.
  - (1) The use must be conducted by a member of the immediate family residing on the premises, entirely within the building.
  - (2) No chemical, electrical or mechanical equipment is to be used except that which is normally used for purely domestic or household purposes.
  - (3) No commodity (inventory) shall be stockpiled or sold on the premises nor shall a display of products be visible from the street.
  - (4) No external evidence or sign that the dwelling is being used for the home occupation shall be allowed.
  - (5) The area devoted to the home occupation shall not be the dominant use of the dwelling and in no case shall the area exceed ten (10) percent of the total square footage of building area.

**Sec. 26-22. Definitions.**

*Home occupation.* An accessory use of a dwelling unit for gainful employment:

- a) which is clearly incidental and subordinate to the use of the dwelling unit as a residence; b) which is carried on solely within the main dwelling and does not alter or change the exterior character or appearances of the dwelling; c) for which no signs are allowed; d) which generates no traffic; and e) where there is kept no equipment other than ordinary household or office equipment and where no stock in trade nor commodity is sold on the premises.

**Sec. 23-18. Parking or storage of vehicles, recreational vehicles, boats and commercial vehicles in residential districts**

- (3) *Commercial truck:* A motor vehicle with a manufacturer's rating greater than one (1) ton which is designed or used principally for the carriage of goods or designed or equipped with a connecting device for the purpose of drawing a trailer.
  - (4) *Commercial motor vehicle:* A motor vehicle, excluding a recreational vehicle, which has a gross vehicle weight in excess of twenty-six thousand (26,000) pounds, or has three (3) or more axles regardless of vehicle weight, or is used in combination when the weight of such combination exceeds twenty-six thousand (26,000) pounds gross vehicle weight.
  - (5) *Commercial work vehicle:* A motor vehicle or towed trailer, regardless of size, that contains an unconcealed load of equipment, cargo, tools, trash or construction materials. The use of canvas, tarpaulin or other similar materials is not considered concealment.
  - (1) **Prohibited vehicles**
    - a. No prohibited vehicle shall be parked or stored in any residential district within the village on either public or private property including, but not limited to, a yard, setback area, public right-of-way, swale or parkway, unless loading or unloading for less than one (1) hour or unless completely enclosed within a garage with the door closed.
- Prohibited vehicle:*
- a. A mobile home;
  - b. A trailer or semi trailer (excluding a boat trailer) of a length greater than twenty (20) feet;
  - c. A commercial truck;
  - d. A truck tractor;
  - e. A bus;
  - f. A dump truck;
  - g. A commercial motor vehicle;
  - h. A park trailer;
  - i. Machinery including, but not limited to, front-end loaders, back hoes, bulldozers, tractors and farm equipment;
  - j. Commercial work vehicle;
  - k. Tow truck; and
  - l. Trucks with a height greater than ten (10) feet and/or a length greater than twenty (20) feet.
- (2) **Restricted vehicles.**
    - a. No restricted vehicle shall be parked or stored in any residential district within the village on either public or private property including, but not limited to, any yard, setback, public right-of-way, swale or parkway, except as provided in subparagraphs b. through e. below.



## Application For Palm Beach County Local Business Tax Receipt

### #1: BUSINESS INFORMATION (To be completed by applicant):

**\*\*Instructions & checklist on reverse side\*\***

Check Applicable Box:  New Business  Transfer of Address  Transfer of Ownership  Business Name Change  
 Other \_\_\_\_\_

Existing PBC LBTR # (if applicable): \_\_\_\_\_

Corporation/Business Name: \_\_\_\_\_

Fictitious/DBA/Trade Name: \_\_\_\_\_

Division of Corporations requires registration of a fictitious name. Submit copy of registration with this application.

Owner/Applicant Name: \_\_\_\_\_

Federal Employer ID #: \_\_\_\_\_ **\*\*OR\*\*** Social Security #: \_\_\_\_\_

Business Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Applicant/Business Start Date at Location: \_\_\_\_\_ Business Phone Number: \_\_\_\_\_

Mailing Address (if different above): \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

E-Mail address: \_\_\_\_\_

Nature of Business: \_\_\_\_\_ **\*\*OR\*\*** Profession: \_\_\_\_\_  
(Landscape, Cleaning Service, etc.) (Doctor, Lawyer, etc.)

Maximum Number of: Employees: \_\_\_\_\_ Machines: \_\_\_\_\_ Rooms: \_\_\_\_\_ Restaurant seating: \_\_\_\_\_

Were you issued a Notice of Non-Compliance? Yes \_\_\_\_\_ No \_\_\_\_\_

I certify, under penalty of law, that the above information is true and correct, and I understand that any false statements could result in penalties as provided by law.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_  
(Agent, Owner, Rep.)

### #2: PLEASE NOTE: ZONING APPROVAL MUST BE COMPLETED PRIOR TO APPLICATION SUBMITTAL **\*\*See reverse side for details on zoning\*\***

Municipal/City Zoning Approval: \_\_\_\_\_ Title: \_\_\_\_\_

Additional Fees May Apply

Unincorporated Zoning Approval/Planning Zoning & Building Approval: \_\_\_\_\_ Title: \_\_\_\_\_

PCN: \_\_\_\_\_ ePZB Application Number: \_\_\_\_\_ Date: \_\_\_\_\_

Control Number: \_\_\_\_\_ Resolution Number: \_\_\_\_\_

Use pursuant to the PBC ULDC Article 4 supplementary use standards: \_\_\_\_\_

PZ&B - Check box if approval from department is required\*\*\*

Regulator Signature required on line, when approval has been granted\*\*\*

Zoning (U No.) \_\_\_\_\_  Fire Marshall \_\_\_\_\_

Compliance \_\_\_\_\_  Health Department \_\_\_\_\_

Building \_\_\_\_\_  Hotel & Restaurant \_\_\_\_\_

NAICS Code \_\_\_\_\_  Prior Use of Bay/Bldg. \_\_\_\_\_

Other \_\_\_\_\_  Cnty Home Based Affidavit \_\_\_\_\_

### FOR TCO OFFICE USE ONLY

LBTR#/Account #: \_\_\_\_\_ State/County License Cert #: \_\_\_\_\_

CSS / SCSS: \_\_\_\_\_ Date: \_\_\_\_\_ Field Service Approval: \_\_\_\_\_

NAICS Code \_\_\_\_\_ TOTAL FEE DUE: \$ \_\_\_\_\_ Receipt #: \_\_\_\_\_



# Application Requirement Guide for Local Business Tax Receipt

## APPLICATION REQUIREMENT GUIDE (CHECKLIST)

**\*\*Please complete application on reverse side.\*\***

- COMPLETE APPLICATION (box #1 on reverse side)**
- ATTACH A COPY OF FICTITIOUS NAME REGISTRATION (if applicable):** [www.sunbiz.org](http://www.sunbiz.org)
- OBTAIN ZONING APPROVAL from the following (box #2 on reverse side):**
  - Municipal/City Business Tax Receipt (If business is located within city limits, submit this application to the city for zoning approval).
  - Unincorporated - Palm Beach County Zoning Approval (If business is located in unincorporated Palm Beach County) submit this application to Palm Beach County Planning, Zoning & Building for approval [2300 N. Jog Rd. West Palm Beach-Vista Center (561-233-5200)].
  - Unincorporated Home Based Business - Form #103 must be completed.
- COPIES OF STATE OR COUNTY CERTIFICATIONS/LICENSE (if applicable):**
  - Dept. of Business and Professional Regulation .....(850) 487-1395
  - Palm Beach County Dept. of Health .....(561) 840-4500
  - State of Florida Dept. of Health .....(850) 488-0595
  - Palm Beach County Construction Industry Licensing Board .....(561) 233-5525
  - State of Florida, Dept. of Agriculture and Consumer Services .....(800) 435-7352
  - Florida Division of Hotel & Restaurants .....(850) 487-1395
  - Florida Office of Financial Regulation .....(850) 410-9805

NOTE: Price quotes are only valid if received and posted in the Tax Collector's Office within the same month of quote.

**This receipt is in addition to and not in lieu of any license or receipt required by law or city ordinance and is subject to regulations of zoning, health and any other lawful authority Section 17-17 of Palm Beach County Ordinance No. 72-7.**

For more information, call (561) 355-2264 or visit our website at [www.pbctax.com](http://www.pbctax.com).

**Mail completed application to:**  
 Palm Beach County Tax Collector  
 Attn: Business Tax Department  
 P.O. Box 3715  
 West Palm Beach, FL 33402-3715

**Visit any of these locations with the completed application:** (Monday – Friday 8:15 am to 5:00 pm)

**Belle Glade Service Center**  
 PBC Glades Office Building  
 2976 State Road 15  
 Belle Glade, FL

**Central Palm Beach Service Center**  
 4215 South Military Trail  
 Lake Worth, FL

**Royal Palm Beach Service Center**  
 200 Civic Center Way  
 Royal Palm Beach, FL

**Delray Beach/South County Service Center**  
 501 South Congress Ave  
 Delray Beach, FL

**Palm Beach Gardens/NE County Courthouse Service Center**  
 3188 PGA Blvd  
 Palm Beach Gardens, FL

**West Palm Beach/Downtown Service Center**  
 301 North Olive Avenue, Room #101  
 West Palm Beach, FL